

Ergonomics

FOR STATE AGENCY AND PUBLIC UNIVERSITY OFFICE ERGONOMIC ASSESSORS

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Presenting the new electronic ergonomic assessor form

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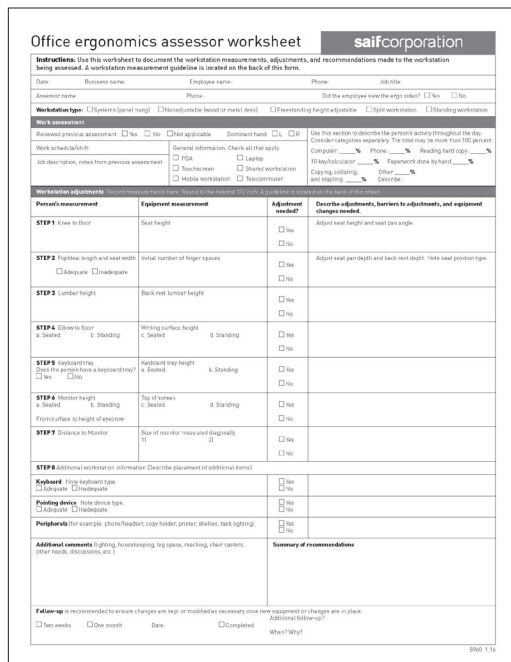
You requested it, and we listened. We are happy to announce the unveiling of [the new fillable ergonomic assessment form](#).

In addition to the convenience of being able to enter your information electronically, we've included some other improvements we hope you like.

- Ability to save and email assessments in pdf format

- Ability to note whether the employee has viewed the SAIF ergo video located at <http://www.saif.com/safetyandhealth/topics/prevent-injuries/ergonomics.html>
- Noteworthy and common General information in an easy-to-use checklist format:
 - PDA
 - Laptop
 - Touchscreen
 - Shared workstation
 - Mobile workstation
 - Telecommuter
- Addition of Split workstation to workstation types—a split workstation offers an economic solution for employees who want to stand part of the day
- A separate measurement step for Keyboard tray
- Dedicated spaces for recording both Seated and Standing measurements for Elbow to floor, Writing surface height, Keyboard tray and Monitor height
- A reconfigured and easier to read Guideline on the back of the form

In addition to the link above, you can find a link to the new form on our Office Ergonomics Assessor Training registration page on the saif.com website, so you can easily access it at any time. If there are additional improvements you'd like to see incorporated into the form, send us an email at ergocert@saif.com.



The form is titled "Office ergonomics assessor worksheet" and includes a header for "saifcorporation". It contains several sections:

- Instructions:** A brief overview of the form's purpose.
- Form Fields:** Includes fields for Date, Business name, Employee name, Phone, and Job title.
- Workstation type:** A section with checkboxes for "Ergonomics (seated/height)", "Nonadjustable (seated or mobile stand)", "Presenting height adjustable", "Split workstation", and "Standing workstation".
- Work assessment:** A section for "Reviewed previous assessment" and "Work schedule/shift" with checkboxes for "No", "Check applicable", "Seated hand", and "OR".
- Job description:** A section for "Job description, notes from previous assessment" with checkboxes for "PDA", "Laptop", "Touchscreen", "Shared workstation", "Mobile workstation", and "Telecommuter".
- Workstation details:** A section for "General information" with checkboxes for "Computer", "Phone", "Reading hard copy", "Keyboard/mouse", "Paperwork done by hand", "Copying/scanning", and "Other".
- Physical measurement table:** A table with columns for "Physical measurement", "Equipment measurement", "Adjustment needed?", and "Describe the adjustments, barriers to adjustments, and equipment changes needed." It includes steps for:
 - STEP 1: Elbow to floor (Seated height)
 - STEP 2: Forearm length and seat width (Seated/standing)
 - STEP 3: Lumbar height (Back rest lumbar height)
 - STEP 4: Elbow to floor (Seated/standing)
 - STEP 5: Keyboard tray (Keyboard tray height)
 - STEP 6: Monitor height (Top of screen/Seated/standing)
 - STEP 7: Distance to Monitor (Size of monitor/Seated/standing)
- STEP 8:** Additional workstation information (Describe placement of additional items).
- Keyboard:** Fields for "Type keyboard type" and "Keyboard device".
- Peripherals:** Fields for "Note device type" and "For example: phone/headset/copy holder/printer/shelves/task lighting".
- Additional comments:** A section for "If printing, looseleafing, log books, marking, chair casters, other needs, observations".
- Summary of recommendations:** A section for "Summary of recommendations".
- Follow-up:** A section for "recommended to ensure changes are kept or modified as necessary since new equipment or changes are in place" with checkboxes for "Two weeks", "One month", "Date", "Completed", and "When?/Why?".

Upcoming Ergonomics Assessor Trainings

- Basic Ergo Assessor**
- May 25, 2016 | Salem
 - June 15, 2016 | LaGrande
 - July 20, 2016 | Salem
 - September 21, 2016 | Salem
 - November 16, 2016 | Salem

For locations and to register online, visit saif.com

Online Resources

- [State of Oregon Office Ergonomic Consensus Guidelines](#)
- [Oregon OSHA Ergonomics Publications](#)
- [OSHA.gov Computer Workstations eTool](#)
- [SAIF Corporation Safety Topics](#)

Ergo Assessor worksheet

http://www.saif.com/Documents/Employer/trainings/S960_Ergo_Assessment_ff.pdf

Recent Ergo Assessor Graduates

Congratulations to the following employees who completed their required assessments for Office Ergonomic Assessor certification.

Katherine Anderson | Library

Karen Cooper | DHS

Leah Erickson | DHS

Lisa Gurnsey | Employment